

# Printing Job Specifications

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## Overview

The following topics discuss the options available for printing job specifications. Job specifications are printed using the Print Command on the Jobs Menu. The Jobs Print Options Dialog Box contains options that provide the capability of selecting which sections should be

printed, how these sections should be formatted, and which reports and verification results should be generated.

Refer to Reports and Verification Results for more information. Examples are included.

The Job Print Options Dialog Box is shown below. Click on any portion of the menu for quick navigation through this help topic.

## Process Sections Option

The option to process all sections in the job, or only selected sections, is available when printing job specifications and reports

**All Sections** If selected, all sections in the job will be processed.

**Some Sections** If selected, a list of all divisions and sections contained in the job will be provided. Only selected sections will be processed.

## Print Options

You may choose to print sections, reports, Format Templates, and tables of contents. The options are detailed below.

## Masters Print Sections

Indicate whether or not the sections should be printed. If this option is not selected, sections will be used for processing but will not be printed.

## Masters Reports Options

Indicate whether or not reports should be generated and printed. If this option is not selected, verifications, and other report options will not be available for selection.

## Masters Format Templates

If selected, any Format Templates that were copied into the job will be printed. The templates will not have page numbers and they will be printed after all sections and other reports have been printed. **If no Format Templates exist in the Job or Master; this options will be grayed (unavailable).**

## Masters Project Table of Contents and PTOC with Section Scope

If selected, a table of contents will be generated and printed for the entire job. The Project Table of Contents lists all the sections included in the job and it can be printed with or without section scope. The section scope provides a brief description of the purpose (scope) of the section. An example of a Project Table of Contents is shown below.

If selected, a table of contents is printed for each section. The Section Table of Contents lists all the part and subpart headings in the section and it can be printed with or without section scope. The section scope provides a brief description of the purpose (scope) of the section. An example of each Section Table of Contents is shown below.

If the option to remove notes is selected, the section Header will not be printed on the Section Table of Contents.

**Section Table of Contents**

If selected, a table of contents will be generated and printed for the section. The Section Table of Contents lists all the parts and subparts included in the section and it can be printed with or without section scope. The section scope provides a brief description of the purpose (scope) of the section. For information on Combining the Section Table of Contents with the Section File see Combine the Table of Contents

**STOC with Section Scope**

The section scope provides a brief description of the purpose (scope) of the section. For information on Combining the Section Table of Contents with Scope with the Section File see Combine the Table of Contents

PROJECT TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

01000 SCOPE AND DESCRIPTION  
01090 SOURCES FOR REFERENCE PUBLICATIONS  
01330 SUBMITTALS

DIVISION 02 - SITE WORK

02220 DEMOLITION  
02312 EXCAVATION, BACKFILLING, AND COMPACTING FOR UTILITIES

DIVISION 16 - ELECTRICAL

16446 PANELBOARDS

End of Project Table of Contents –

PROJECT TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

01000 SCOPE AND DESCRIPTION  
scope and description requirements applicable to the project

01090 SOURCES FOR REFERENCE PUBLICATIONS

listing of organizations whose publications are referenced in other sections of the specifications

01330 SUBMITTALS

broadscope section covers data, normally submitted for review, to establish conformance with the design concept and the contract documents

DIVISION 02 - SITE WORK

02220 DEMOLITION

This broadscope section covers the demolition, dismantling, reconditioning and disposal of existing building materials, equipment and utilities.

02312 EXCAVATION, BACKFILLING, AND COMPACTING FOR UTILITIES

excavation, trenching, backfilling, and restoration of paved surfaces for utilities system

DIVISION 16 - ELECTRICAL

16345 MOTOR CONTROL

motor-control centers for the grouped control of motors

16446 PANELBOARDS

power-distribution panelboards and lighting and appliance branch-circuit panelboards

End of Project Table of Contents –

SECTION TABLE OF CONTENTS

DIVISION 02 - SITE WORK

SECTION 02921

TURF

09/96

PART 1 GENERAL

1.1 REFERENCES

1.2 DEFINITIONS

1.4 SUBMITTALS

- 1.4.1 SD-02, Manufacturer's Catalog Data
- 1.4.3 SD-07, Schedules
- 1.4.4 SD-10, Test Reports
  - 1.4.4.1 Topsoil Composition Tests
  - 1.4.4.2 Plant Tissue Sample Test
- 1.5 DELIVERY, STORAGE, AND HANDLING

## PART 2 PRODUCTS

- 2.1 SEED
  - 2.1.1 Classification
  - 2.1.2 Composition
- 2.4 TOPSOIL
  - 2.4.1 Existing Soil
  - 2.4.3 Off-Site Topsoil
- 2.5 pH ADJUSTERS

## PART 3 EXECUTION

- 3.1 PREPARATION
  - 3.1.1 EXTENT OF WORK
  - 3.1.2 Soil Preparation
- 3.2 SEEDING
  - 3.2.1 Seed Application Seasons and Conditions

End of Section Table of Contents

### SECTION TABLE OF CONTENTS</HL4>

#### DIVISION 02 - SITE WORK

#### SECTION 02921

#### TURF

09/96

This section covers specific information for the use of turf

## PART 1 GENERAL

- 1.1 REFERENCES
- 1.2 DEFINITIONS

1.4 SUBMITTALS

1.4.1 SD-02, Manufacturer's Catalog Data

1.4.3 SD-07, Schedules

1.4.4 SD-10, Test Reports

1.4.4.1 Topsoil Composition Tests

1.4.4.2 Plant Tissue Sample Test

1.5 DELIVERY, STORAGE, AND HANDLING

PART 2 PRODUCTS

2.1 SEED

2.1.1 Classification

2.1.2 Composition

2.4 TOPSOIL

2.4.1 Existing Soil

2.4.3 Off-Site Topsoil

2.5 pH ADJUSTERS

PART 3 EXECUTION

3.1 PREPARATION

3.1.1 EXTENT OF WORK

3.1.2 Soil Preparation

3.2 SEEDING

3.2.1 Seed Application Seasons and Conditions

End of Section Table of Contents

## Reconciliation Options

### Address Reconciliation:

Address Reconciliation is selected, the system will customize the printed Reference Address Section (e.g., 01090 or 01420) to contain only the Organization names and addresses for those organizations whose publications are referenced in the section text.

If Address Reconciliation is **not** selected, the entire Reference Address Section (e.g., 01090 or 01420) will be processed and printed (if it is included in the job).

Address Reconciliation by itself will not modify the Reference Address Sections (01090, 01420). To modify the Address Section you must also select Reference Reconciliation also.

When Reference and Address Reconciliation have been selected, Reference Reconciliation is performed first. SPECSINTACT will read the section(s) to determine the Reference Identifiers that have been used in the body of the sections'

text. SPECSINTACT then matches what has been used in the body of the texts against what is contained within the respective 1.1 References (Subpart). Reference Identifiers that are in the 1.1 Article and not used in the body of the text will be removed from the 1.1 Article. Reference Organizations that have been stripped of all of their Reference Identifiers will be removed from the 1.1 Article as well.

Information pertaining to Reference Identifiers that have been used in the body of the text that are not contained in the 1.1 References will be retrieved from Supplemental Reference List. (SRL). Information retrieved from the SRL will be inserted correctly (alphabetically and tagged correctly) into the 1.1 Reference Article. The information retrieved consists Organization Name, Reference Identifier and Reference Title etc. In order to retrieve the information, it must first be entered into the Supplemental Reference List

SPECSINTACT will remove all Organization (Organization Name and Address) information from the Address Section (1090, 01420) providing the Organization is not used by any of the sections within the Job.

Your Address Section will be edited by SPECSINTACT to reflect only the Addresses of the Organizations contained within your Job.

If the Reference Address Section is not included in the job, the Address Reconciliation option will not be available.

## **Reference Reconciliation**

If Reference Reconciliation is selected, the system will:

- 1) verify that the references used in the section text are contained in the Reference Articles, and
- 2) customize the printed Reference Articles by removing or inserting references based on references used in the section text as follows:
  - a) If a reference is not found in the Reference Article, the reconciliation process will check the Supplemental Reference List for the reference. If the reference is contained in the Supplemental Reference List, the reference information will be inserted into the printed Reference Article. If the reference is not contained in the Supplemental Reference List, it will be listed on an exception report.
  - b) Any reference in the Reference Article that is not used in the section text will be removed from the printed Reference Article.

## **Submittal Reconciliation**

If Submittal Reconciliation is selected, the system will:

- 1) verify that all submittals used in the text are contained in the job's Submittal Section (e.g., 01300 or 01330) and print an exception report, and
- 2) customize the printed Submittal Section (Section 01300 or 01330) to contain only those submittals used in the job.

If Submittal Reconciliation is **not** selected, the entire Submittal Section will be processed and printed (if it is included in the job).

If the Submittal Section is not included in the job, the Submittal Reconciliation option will not be available.

For a final job, all submittals used in the text must appear in the Submittal Section. If section Revisions indicate additional submittals, the Submittal Section may need to be edited and submittals inserted in the correct numerical order. You should **NEVER** delete submittals from the job's Submittal Section. This will be done automatically when the Submittal Reconciliation option is selected.

## Report Options

### Address Verification

If Address Verification is selected, the system will:

- 1) verify that addresses for all Sponsoring Organizations with references cited in the section text appear in the Reference Address Section (e.g., 01090 or 01420), and
- 2) generate a list of Sponsoring Organizations whose addresses are not found in the Reference Address Section (e.g., 01090 or 01420) or the Supplemental Reference list.

In order to perform Address Verification, the Reference Address Section (e.g., 01090 or 01420) must be included in the job.

### Reference Verification

If Reference Verification is selected, the system will:

- 1) verify that the references used in the section text are contained in the Reference Article and generate a list of unresolved references.

An unresolved reference is any reference contained in the Reference Article that was not used in the text for that section, as well as any reference found in the section that was not contained in the Reference Article.

- 2) generate a listing of all the references that are found in the Reference Article and also in the Supplemental Reference List, and
- 3) generate a listing of references from the Reference Article that have the same reference number with different titles in another section.

**Reference Verification Results** are generated for:

- 1) Unresolved References,
- 2) Duplicate References, and
- 3) Reference Title Discrepancies.

## **Section Verification**

If Section Verification is selected, the system will:

- 1) verify that all other sections referred to in the section text are included in the specification, and
- 2) generate a list of unresolved section references.

An unresolved section reference is a reference to a section that has **not** been included in the specification.

## **Bracket Verification**

If Bracket Verification is selected, the system will generate a listing of all brackets remaining in the text.

## **Reference Location List**

If selected, an alphabetical list of all references used in the section text will be generated and printed.

## **Test Requirements List**

If selected, a list of all test and other requirements found in the section text will be generated and printed.

## **Submittal List**

If selected, a list of all submittals identified in the section text will be generated and printed.

## **Submittal Register**

If selected, a list of materials, products, or items for each submittal used in the text and their location will be generated and printed.

## Submittal Verification

If Submittal Verification is selected, the system will:

- 1) verify that all submittals used in the text are contained in Section 01300, and
- 2) generate a list of unresolved submittals.

An unresolved submittal is a submittal that is used in the section text but is not contained in Section 01300. In order to perform Submittal Verification, Section 01300 must be included in the job.

## Other Print Options

When the **Options** button is selected from the Print Options Dialog Box, the Format Options Dialog Box will display:

### Header / Line

The standard job header may be modified and the line number for the header may be changed. Types of information that may be contained in the Header are, any typed information (without curly braces "{") or any information contained in the Variables Box.

The **Format Options** dialog box is shown with the following settings:

- Header:** Text field contains `{jobtitle}||{jobname}`, Line number is **4**.
- Footer:** Text field contains `|SECTION {section} Page {page}|`, Line number is **62**.
- Hide:**
  - ☐ Section Dates
  - ☒ Notes
  - ☒ Tags
  - ☒ Redlines
- Unit of Measure:**
  - ☐ Metric Units
  - ☒ English Units
- Variables:** List box contains `{jobname}`, `{jobtitle}`, `{ccbdisc}`, `{contract}`, and `{mm/dd/yy}`.
- Page Options:**
  - ☒ All Pages
  - ☐ From [ ] To [ ]
  - Start Page Numbering With **1**
  - ☒ Page By Section
  - ☐ Renumber Paragraphs
  - ☐ List Unused Divisions in Project TOC
  - ☐ Combine Table of Contents with Section
- Buttons: **OK**, **Cancel**, **Defaults**.

### Footer / Line

The standard job footer may be modified and the line number for the footer may be changed. Types of information that may be contained in the Header are, any typed information (without curly braces "{") or any information contained in the Variables Box.

## Hide Section Dates

If selected, sections will be printed without section dates. A check or X in the Box indicates that the option is selected for hide and will not appear on the printed document.

## Hide Notes

If selected, section text will be printed without Specifier notes. (Reports and verification results do not report on text contained in notes.)

## Hide Tags

If selected, sections will be printed without the SPECSINTACT tags contained in the section text. A check or X in the Box indicates that the option is selected for hide and will not appear on the printed document.

## Hide Revisions

If selected, sections will be printed without Revisions. A check or X in the Box indicates that the option is selected for hide and will not appear on the printed document.

## Metric Units

If selected, sections will be printed with metric units of measurement.

## English Units

If selected, sections will be printed with English units of measurement.

## Variables

While entering header or footer information, choose from a list of variables, such as {jobname} or {jobtitle}, for entry in the header or footer text. The text that corresponds to the variable name(s) will be used when the header or footer is printed. To select one of the listed items in the Variable box; place your cursor in the Header field at the location you wish to add the variable, double click on the variable in the Variables Box. The variable will be inserted at the location that the cursor occupied.

To justify or change the justification of the Header or Footer the use of Pipe Symbols must be used. The Pipe Symbol is normally accessed on your keyboard by locating the Backslash (\) key and using that key with the Shift Key (on the keyboard it looks like two vertical lines, one above the other, on the screen it looks like one vertical line). The location of the Pipe symbol dictates the justification, see below.

**To center text:** | enter text between pipe symbols |

**To Left Justify:** enter text without pipe symbols

**To Right Justify:** || enter text to the right of two pipe symbols

**To Justify Text Left and Right:** enter text to the left of || and right of two pipe symbols.

**To Justify left and right and use center:** enter text to the left of | in between | and to the right of pipe symbols.

## All Pages

If selected, all pages will be printed.

## From \_ To \_

If selected, you may designate the range of pages to be printed.

## Start Page Numbering with

Enter the number to be used for the first page of the job. The **page numbering** will start with the number indicated. This options is normally used if the 1<sup>st</sup> page of a Section is a Cover Letter and then page 2 is to be the first page of the Section.

## Page by Section

If selected, the pages will be numbered sequentially within each section printed. If this option is not selected, the entire job will be numbered as one document. For example the last page number in the first section may be page 29, the first page number in the second section would be page 30.

## Renumber Paragraphs

If selected, the paragraphs will be sequentially renumbered for the printed sections only. The paragraphs referenced in the reports will also reflect the renumbered paragraphs. The Title numbers for the sections will be changed to reflect the <SPT> numbers in the section. For example:

While in the Editor, if a line in the section looks as follows:

<SPT = 2.4.2><TTL>2.5.1 Recyclables</TTL>

When printed with the Renumber Paragraphs check box checked, it will print as follows:

2.4.2 Recyclabes

While editing the section you may notice that the <SPT> tags will renumber immediately, but the numbers within the <TTL> tags will not. The <SPT> tags will show you what is currently "true" in the section at the time you are looking at the section. The <TTL> tags show you what the original number was in the master section. This is done so that, if necessary, the

information may be looked up in the Master and the original Title number will narrow the search for that information.

## Combine Table of Contents with Section

When printing, an option is available (Print Jobs Options | Options) that will combine the Section Table of Contents with the Section. This is accomplished by using the **<TOC>** tag. While viewing the Print File you will see the tags containing the Table of Contents information. The TOC tag, is inserted by the system in a location dictated by the system. A user may insert his own TOC tag but only the TOC tags inserted by the system will contain the Table of Contents.

The attributes of the TOC tag may be changed by using the Format | Character or the Format | Document menus. The TOC tag is also found in the Insert | Tag and Find | Tags pull down menus.

To Print the Section Table of Contents as part of the Section File, select the Section(s) you wish to print. Select Section Table of Contents or STOC with Section Scope. Click on the Options Button. Click on Combine Table of Contents with Section. This option will remain grayed until either the Section Table of Contents or the STOC with Section Scope is selected.

## List Unused Divisions in Project TOC

This options allows you to print a Project Table of Contents that will display all divisions within the Master and enter the words "NOT USED" next to the divisions that are not included in your project. The default value for this option is unchecked, meaning that only the divisions within your project will be displayed. Checking this option will list all divisions and the "NOT USED" term. Example.

## Print Jobs Options Control Buttons

### Defaults

The Defaults button may be used to select the system defaults for Print Format options or return the system defaults from any changes that you may have made.

When the **Save** button is selected from the Print Options Dialog Box, the print options for the job are saved.

When the **View** button is selected from the Print Options Dialog Box, the reports that were generated may be viewed on-line.

When the **Print** button is selected from the Print Options Dialog Box, the selected sections and reports are printed.

SPECSINTACT Training

PROJECT TABLE OF CONTENTS

DIVISION 01 - GENERAL REQUIREMENTS

01090 SOURCES FOR REFERENCE PUBLICATIONS

01300 SUBMITTAL PROCEDURES

DIVISION 02 - SITE WORK

02514 CONCRETE AIRFIELD AND OTHER HEAVY-DUTY PAVEMENTS

02515 CONCRETE AIRFIELD AND OTHER HEAVY-DUTY PAVEMENTS - SECOND

02516 CONCRETE AIRFIELD AND OTHER HEAVY-DUTY PAVEMENTS - THIRD

DIVISION 03 - CONCRETE

03100 STRUCTURAL CONCRETE FORMWORK

DIVISION 04 - Not Used

DIVISION 05 - Not Used

DIVISION 06 - Not Used

DIVISION 07 - Not Used

DIVISION 08 - Not Used

DIVISION 09 - Not Used

DIVISION 10 - Not Used

DIVISION 11 - Not Used

DIVISION 12 - Not Used

DIVISION 13 - Not Used

DIVISION 14 - Not Used

DIVISION 15 - Not Used

DIVISION 16 - ELECTRICAL

16320 MEDIUM VOLTAGE TRANSFORMERS

16995 TEST REVIEWER 3

-- End of Project Table of Contents --